Asa Hutchinson Governor

Wendy Kelley Secretary



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Secretary's Board Report September 2019

TRANSFORMATION

During August, the Department's leadership team continued meeting to discuss shared services and highlights from the various divisions, and I was invited to join the Sebastian County Criminal Justice Committee for their meeting on August 20. Additionally, I was able to not only visit the Area 5 Fort Smith Parole/Probation Office and the Area 12 Texarkana Office, but I was able to observe home visits with Officers from each of those areas. I observed the three treatment groups at the Community Correction Center in Fayetteville, and toured the West Memphis Community Correction Center including the third floor that is under renovation. Area 9 staff in West Memphis Parole/Probation Office allowed me to observe an offender's office visit, including the best practice for fee collection. I attended a day of training for Drug Court on August 29 and was welcomed at the Correctional School kick off meeting! While in Northwest Arkansas. I toured and visited with staff in the Springdale Work Release Center, and on the return trip met the staff in the Clarksville Parole/Probation Office that were staying late that evening for offender office visits. Additionally, Chief of Staff Solomon Graves spent a day training with

the Assistant Area Parole and Parole Managers. The professionalism and passion exhibited by the officers during home visits with offenders and their families is inspiring! The staff in the Department have been helpful and eager to share what they are doing right, and what they would change if they were "Secretary for a Day." I'm looking forward to more visits ad opportunities to learn!

COMMUNICATIONS

At the end of August, the Facebook page had 14,288 "likes." That is an increase of 3,793 from the end of July. During the month, the page was renamed the "Arkansas Department of Corrections." It now contains the happenings from all of the entities under the department. Our Twitter account had 327 followers at the end of the month. It also includes posts highlighting the entire department.

ADMINISTRATIVE SERVICES

Division of Community Correction

Procurement Section Update:

Procurement/Contracts Report (required by policy): For August 2019, Purchase Orders and Contracts in excess of \$10,000 amounted to \$629,693.33 (see chart for details).

ADMINISTRATIVE SERVICES, <u>CONTINUED</u>

DIVISION OF CORRECTION

Budget Section Update:

An Act 715 case was held on August 1, 2019, with the Honorable Judge Jodi Raines Dennis at the Jefferson County 5th Division Circuit Courthouse against Inmate Ebony Davis, ADC #713742. Judge Dennis has yet to issue her ruling.

Procurement Section Update:

Current Bids

- Waste Disposal Services (various locations)
- Inmate Holiday Package RFP
- Tucker Water Treatment Sand Filter Project
- Capital Laundry Equipment

ABA Contracts

- EARU Recreation Yard Precast
- McPherson ADMN & Visitation Precast

Renewed Contracts

- Chemical Munitions
- Food Contracts
 - ♦ Sysco
 - ♦ Robbins Sales
 - ♦ AC Sales
 - ♦ National Food Group

Procurement/Contracts Report:

For August 2019, Purchase Orders and Contracts in excess of \$10,000 amounted to \$3,054,262.64. Of this amount, \$1,354,150.35 was for Inmate Care and Custody related items (see attached chart). Bulk fuel costs for the month of August were \$49,281.18 – average cost for E-10 was \$1.97/gallon; average cost for diesel was \$2.02.

Human Resources Update:

Workplace Safety – During the month of August, the modified version of the Health and Safety Plan was presented to 2 Basic Training classes with a total of 146 cadets in attendance. 77 incidents were reported to the company nurse in August, bringing our total to 530 incidents in 2019.

Benefits – 71 FMLA requests were processed with 54 approved and seventeen denied. 18 CAT leave requests were received: 9 were approved; 6 were denied, and 3 are pending.

Physical Assessments —A total of 211 applicants and incumbent personnel were assessed in the month of August. 72 incumbent personnel passed their physical assessments, and 2 did not. Neither of the 2 incumbent personnel have rescheduled. 134 applicants successfully passed their physical assessments, and 3 did not. Those 3 applicants rescheduled and passed after a physician's release.

Employment – A total of 1,887 applications were received during August. 62 Non-Correctional applications and 107 CO I applications were processed. 127 Correctional Officers were hired, and 26 Correctional Officers were rehired.

Vacancies, Hires, and Terminations - In August 2019, a total of 507 vacancies, 171 new hires, 136 terminations, and 3 retirements were at the various ADC locations.

ADMINISTRATIVE SERVICES, CONTINUED

ADC personnel attended the following Job Fairs/ Recruitment Events in the month of August:

DATE	UNIT	LOCATION
08/08/19	McPherson	Jonesboro Goodwill
08/27/19	EARU	Eugene Woods Civic Center/West Memphis
08/27/19	MAX	Cumulus Career EXPO/ Little Rock
08/30/19	Cummins	Unit Job Fair

Correctional Officer interviews were conducted in the month of August at various units throughout the division:

DATE	UNIT	DATE	UNIT
8/2	Maximum Sec.	8/15	Grimes Maximum Sec. McPherson Ouachita River Tucker
8/5	Tucker	8/19	McPherson
8/6	Maximum Sec. McPherson Tucker	8/20	McPherson Tucker
8/7	Grimes Maximum Sec. McPherson Tucker	8/22	Grimes Maximum Sec.
8/8	Maximum Sec. North Central Ouachita River	8/23	Maximum Sec. McPherson
8/9	McPherson Tucker	8/27	Tucker Varner
8/13	Maximum Sec. McPherson	8/28	Tucker Varner
8/14	Grimes Tucker	8/29	Grimes Maximum Sec. McPherson

Administrative Services Division Monthly Reports (attached) include:

Gifts, Grants and Donations:

Donations made in the month of August totaled \$47,034.40. (\$46, 534.40 – Berries by Bill; \$500.00 – Books Donation)

Inmate Welfare Fund balance on August 31, 2019, was \$8,287,367.19.

The PAWS in Prison Fund total on August 31, 2018, was \$240,640.67: ADC account (7004822/Donations) \$19,159.55, ADC account (NDC0500/Recycling) \$107,068.44, and ADC account (QUICKBOOKS) \$114,412.68.

INFORMATION TECHNOLOGY

Inmate Tablets:

2,688 inmate tablets were leased during the month.

Inmate Video Visits:

Inmates completed 3,625 video visits during the month and missed 123.

IT/Transformation – We are actively working to merge information technology resources among the DOC agency divisions when applicable.

Office 365 – We are continuing to deploy Office 365 to all workstations and to assist users with support issues.

MABTS Seminary Program – We completed network cabling and configuration for the program. The seminary program has begun at the Varner Unit.

APPLICATION DEVELOPMENT (EOMIS)

Division of Correction:

Paper Reduction — Joy Taylor attended paper reduction committee meetings in which discussions were held regarding reducing the number of documents kept in the security file, automating the complete inmate count process (including housing areas, jobs, programs, etc.), and automating inmate requests using the Securus Video Visitation KIOSK.

eOMIS Meetings for the month included:

- DHS Daily Extract File
- Enhancing priority program waiting list required as part of the ARORA changes
- JFA stock population report requirements, including identifying movements that should either be included or excluded
- Inmate drivers license or state ID processing

Division of Community Correction:

Several eOMIS enhancements and fixes were promoted this month, including autogenerating the office location when a drug test is entered into eOMIS, correcting an error with treatment program attendance records, allowing OVGs to be utilized regardless of an offender's supervision type, and making the process of moving an offender from SIS to regular supervision easier and less time consuming for staff. These updates are aimed at making eOMIS more functional for end users.

Through the InTouch Texting initiative, over 107,000 text messages were sent to offenders on supervision during the month of August, including appointment reminders, fee balance

reminders, and "kudos" texts congratulating offenders on maintaining negative drug test results and staying current on their fee obligations. Marquis will provide their research data on the impact of the fee balance reminders on collections in October.

RESEARCH & PLANNING

During the month, two doctoral students from UALR began working within the Department. One each is assigned to the Division of Correction and Community Correction. They will be working on program evaluations within each division, among other projects.

Ernie Medlin and Brian Rogers began designing the 2015 Release Cohort Recidivism Study. This will be the first department-wide (ADC and ACC) recidivism study.

ACC Research and Planning staff cross trained ADC Research staff in the use of Business Objects.

Division of Correction:

During the month, the Division of Correction began pulling data and working on the 2019 Census of State and Federal Adult Correctional Facilities (all ADC Facilities). The work supports Governor Hutchinson's Complete Count Initiative.

Division of Community Correction:

Dr. Jacob Laan and Robin White provided training to the Assistant Area Managers on the use of the InTouch Client Portal and what to expect from the rollout of Agency Dashboards. Dr. Laan rolled out Business Objects logins and access to dashboards to all Area Managers, Assistant Directors, and ACC Management; the dashboards are designed to put vital agency data points and number directly into the hands of the agency's decision makers to allow for better data-driven decision making.

Division of Correction Personnel Report

UNIT	AUTHORIZED	FILLED	VACANT	% VACANT	HIRED	VOLUNTARY TERMINATION	INVOLUNTARY TERMINATION	RETIREMENT
BENTON (CR05)	78	74	4	5.13%	3	1	I	0
CENTRAL OFFICE (CR01, CR02, CR08, CR22 & CR34)	278	249	29	10.43%	0	1	0	0
509 CHAPL ADMIN	27	26	1	3.70%	1	0	0	0
CONSTRUCTION (CR04)	69	55	4	%82'9	0	0	0	0
CUMMINS (CR09)	427	382	45	10.54%	15	4	9	0
DELTA (CR10)	183	177	9	3.28%	9	3		0
EAST ARKANSAS (CR12)	366	308	89	15.85%	20	4	9	0
ESTER (CR11)	157	153	4	2.55%	2	3	0	0
FARM (CR29)	09	46	14	23.33%	0	0	0	2
GRIMES (CR27)	244	232	12	4.92%	11	4	l.	0
HAWKINS (CR06)	72	63	6	12.50%	0	3	l.	0
INDUSTRY (CR07)	63	39	14	26.42%	0	1	0	0
MAXIMUM SECURITY (CR14)	225	183	42	18.67%	16	7	7	0
MCPHERSON (CR28)	234	211	23	9.83%	10	7	0	0
MENTAL HEALTH	184	152	32	17.39%	4	5	0	0
MISS COUNTY (CR15)	38	32	9	15.79%	2	0	2	0
NORTH CENTRAL (CR16)	197	192	5	2.54%	9	5	0	0
NORTHWEST ARK (CR17)	30	28	2	6.67%	1	1	0	0
OUACHITA RIVER (CR30)	466	408	58	12.45%	19	19	0	1
PINE BLUFF (CR20)	169	161	8	4.73%	2	5	J.	0
RANDAL L. WILLIAMS (CR13)	145	139	9	4.14%	9	3	Þ	0
TEXARKANA (CR21)	31	28	3	9.68%	1	0	0	0
TRANSPORTATION (CR32)	103	101	2	1.94%	0	1	0	0
TUCKER (CR23)	197	157	40	20.30%	19	5	9	0
TUCKER REENTRY (CR33)	31	29	2	6.45%	0	1	0	0
VARNER (CR24)	358	299	59	16.48%	24	12	2	0
WRIGHTSVILLE (CR26)	210	191	19	9.05%	8	8	L	0
TOTAL	4,622	4115	507	10.97%	171	103	33	ဗ

Term/Hire report run 9/4/19 - PSR created 9/4/19 for 8/31/19
*These numbers reflect both security and non-security employees.

Division of Community Correction Personnel Report

				August-19	t-19				I
Location	Authorized	% Filled	Filled	Vacant	Hired	Voluntary	Involuntary	Retirement	Grant Positions
CAC	72	93.06%	29	5	1	Γ.	3	0	0
ECC	124	86.29%	107	17	9	2	0	0	2M 2G
NEA	71	87.32%	62	6	-	~	0	0	0
NWA	09	91.67%	22	5	3	3	0	0	0
SWA	120	%00.06	108	12	4	2	0	0	1M
TVC	92	%96.98	80	12	7	3	0	0	0
Transportation	11	90.91%	10	_	0	0	0	0	0
Totals	550	88.91%	489	61	22	20	3	0	5
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Area 1	9/	%62'06	69	7	1	2	0	0	0
Area 2	39	94.87%	37	2	0	0	0	0	0
Area 3	62	95.16%	59	3	2	_	0	0	0
Area 4	52	%80.86	51	_		2	0	0	0
Area 5	54	87.04%	47	7	2	~	0	0	0
Area 6	92	92.00%	46	4	4	_	0	0	0
Area 8	06	%00.06	81	6	0	3	0	0	0
Area 9	38	94.74%	36	2	1	0	0	0	0
Area 10	50	88.00%	44	9	0	0	0	0	0
Area 11	45	91.11%	41	4	2	2	0	0	0
Area 12	47	93.62%	44	က	2	τ-	0	~	0
Area 13	35	91.43%	32	3	4	T	0	0	0
Inst. Parole	38	94.74%	36	2	5	τ-	0	-	0
Field Treatment	108	96.30%	104	4	3	Υ-	0	0	6M
Totals	784	92.73%	727	22	27	16	0	2	9
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Totals	146	80.14%	117	29	0	4	0	1	4
DOC Shared Services	7	28.57%	2	5	0	0	0	0	0
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Extra Help	10	10.00%	_	6	0	0	0	0	0
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Division of Correction Procurement Report

(In Excess of \$10,000)

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Sysco Food Purchases Central Warehouse 4501903911 \$21,873.60 Operational Budget	Robbins Sales Company Inc					
	Sysco	Food Purchases				
	US Foods Inc	Food Purchases				

Division of Correction Procurement Report, continued

(In Excess of \$10,000)

	PURCHA	SE ORDERS OVER \$10,000.00	No.		
VENDOR	DESCRIPTION	LOCATION	PO#	PURCHASE AMOUNT	FUND
Dell Marketing LP	Computers and Monitors	Admin East/Information Services	4501904143	\$92,461.88	Operational Budget
Green and Chapman LLC	Fuel-Unleaded	Cummins/Commissary	4501902822	\$14,676.44	Operational Budget
Wholesale Electric Supply Co Inc	Electrical Supplies	Construction/Construction	4501904498	\$12,134.03	Work Release
Arkansas Correctional Industries	Clothing	Cummins/Commissary	4501904401	\$18,986.74	Operational Budget
Arkansas Correctional Industries	Field Jackets	Cummins/Commissary	4501904407	\$26,423.03	Operational Budget
Carol McDougal	Hot House Supplies	Cummins/Farm	4501904618	\$14,362.79	Operational Farm Budget
US Foods Inc	Food Purchases	Central Warehouse	4501904332	\$92,000.00	Operational Budget
Ford of West Memphis	Auto Repair	EARU	4501894383	\$14,395.66	Operational Budget
Lakeside Equipment Corp	Plumbing Equipment	EARU/Maintenance	4501905255	\$11,934.67	Operational Budget
Parts Town LLC	Kitchen Repair Supplies	Ouachita/Maintenance	4501904578	\$20,947.98	Operational Budget
Tabb Textiles	Towels	Cummins/Industry	4501904952	\$14,130.00	Operational Industry Budget
Razor Chemical Inc	Janitorial Supplies	Delta/Industry/Janitorial Factory	4501904964	\$15,792.48	Operational Industry Budget
John D Wahrmund	Cut & Pack Silage for Dairy	Cummins/Farm	4501905289	\$43,500.00	Operational Farm Budget
Farm Brothers Flyers A LLC	Aerial Application for Rice	Cummins/Farm	4501905281	\$10,900.00	Operational Farm Budget
R D Clifton Co Inc Clifton Seed Company	Garlic Seed	Cummins/Farm/Garage	4501905285	\$19,045.00	Operational Farm Budget
Galls LLC	Uniforms	Training Academy	4501905329	\$20,155.20	Operational Budget
Cruse Uniforms and Equipment Inc	Ammo	Ouachita	4501905350	\$19,684.50	Operational Budget
Arkansas Correctional Industries	Clothing	Hawkins	4501905401	\$14,451.07	Operational Budget
Terco Investment Co Inc Terry Ace Hdwr	Building Supplies	Construction/Maintenance	4501905597	\$18,231.65	Operational Budget
Larry Hobbs Farm Equipment Inc	Grain Cart Lease	Cummins/Farm	4501905745	\$10,170.00	Operational Farm Budget
Arkansas Correctional Industries	Clothing	Ouachita	4501905381	\$10,441.73	Operational Budget
		Total for Purchases over \$10,000		\$3,054,262,64	
	FIRM C	ONTRACTS OVER \$25,000.00			
					
<u>VENDOR</u>	DESCRIPTION	UNIT	Contract # P.O#	PURCHASE AMOUNT	<u>FUND</u>
		Total for Contracts		\$0.00	
	EMERGENCY PL	JRCHASE ORDERS OVER \$25,000.00			
	, 		Y5	100	
		Total EM Purchases		\$0.00	
		Total Purchases	\$	\$3,054,262.64	

Division of Community Correction Procurement Report

(In Excess of \$10,000)

	PURCHASE ORI	PURCHASE ORDERS OVER \$10,000.00			
VENDOR	DESCRIPTION	LOCATION	PO#	PURCHASE AMOUNT	FUND
Sysco Food Services of Arkansas	Food Purchases	DCC-SWACCC/Texarkana	4501901204	\$15,794.77	510
Restore Hope Inc	Grant Assistance (Pass Thru)	ACC-Two Union National Plaza	4501901382	\$47,342.69	510
Sysco Food Services of Arkansas	Food Purchases	ECC/West Memphis	4501901519	\$10,269.89	510
Re-Nu Life Center	Transitional Housing	Purchasing Warehouse	4501901554	\$27,520.00	2GHC
Sober Living Inc	Transitional Housing	Purchasing Warehouse	4501901558	\$12,250.00	2GHC
Phoenix Recovery Center LLC	Transitional Housing	Purchasing Warehouse	4501901595	\$37,840.00	2GHC
Phoenix Recovery Center LLC	Transitional Housing	Purchasing Warehouse	4501901598	\$17,040.00	2GHC
Phoenix Recovery Center LLC	Transitional Housing	Purchasing Warehouse	4501901603	\$29,300.00	2GHC
Quapaw House Inc	Re-Entry Housing	Purchasing Warehouse	4501901643	\$19,302.66	510
Covenant Recovery Inc	Re-Entry Housing	Purchasing Warehouse	4501901648	\$27,876.12	2GHC/510
Covenant Recovery Inc	Re-Entry Housing	Purchasing Warehouse	4501901653	\$61,757.34	510
Reclamation House	Re-Entry Housing	Purchasing Warehouse	4501901656	\$13,131.04	510
Twin Lakes Recovery Inc	Re-Entry Housing	ACC-Two Union National Plaza	4501901659	\$17,938.62	510
Wings to Recover	Re-Entry Housing	ACC-Two Union National Plaza	4501901661	\$15,348.54	510
Quality Living Center Inc	Transitional Housing	Purchasing Warehouse	4501901698	\$18,840.00	2GHC
Lighthouse Mission	Transitional Housing	Purchasing Warehouse	4501901701	\$36,500.00	2GHC
Satellite Tracking of People LLC	Tracking Device Monitoring	Purchasing Warehouse	4501902004	\$31,834.90	510
Satellite Tracking of People LLC	Tracking Device Monitoring	Purchasing Warehouse	4501902019	\$31,283.05	2GHC/510
Otis Elevator Co	Elevator Maintenance Agreement	ECC/West Memphis	4501903128	\$49,663.35	510
Sysco Food Services of Arkansas	Food Purchases	DCC-SWACCC/Texarkana	4501903200	\$14,174.87	510
Prisoner Transportation Services	Inmate Transport	Purchasing Warehouse	4501903464	\$18,144.75	510
Crain Chevrolet	Auto Repair	ECC/West Memphis	4501903644	\$12,590.23	510
Sysco Food Services of Arkansas	Food Purchases	DCC-SWACCC/Texarkana	4501904795	\$16,870.51	510
The Presidio Corporation	Cisco Meraki System Management	Admin East/Information Services	4501905565	\$47,080.00	510
		Total for Purchases over \$10,000		\$629,693.33	
	FIRM CONTRA	FIRM CONTRACTS OVER \$25,000.00			
SC "Merch of "CERTAIN ANTICLE	TO A REGION AND THE COLOR OF TH	"MECENSIS	Contract #	PURCHASE	
VENDOR	DESCRIPTION	LIND	#0.A	AMOUNT	FUND
		Total for Contracts		\$0.00	
	EMERGENCY PURCHA	EMERGENCY PURCHASE ORDERS OVER \$25,000.00			
		5	-		
		Total EM Purchases		\$0.00	
		Total Purchases	9	\$629,693.33	

SECURUS Video Visitation Report

I otal Visits by Month	scember	January	February	March	<u>April</u>	May	June	July	August
Total (Includes SuperMax)	3924	3647	3484	3905	4018	3742	3703	3828	3625
Target Objective (Securus)	15,587	15,587	15,587	15,587	15,587	15,587	15,587	15,587	15,587

		August
		July
		June
th		May
Month over Month		April
Month		March
		February
		January
		0 December
	4100	3200

Site	Current	Previous
	Month	INIONIN
Benton	3	5
Cummins	2	13
Delta Regional	2	2
East Arkansas Regional	10	4
Ester	3	2
Grimes	4	8
J Aaron Hawkins Sr.	1	ı
Tucker Max	3	S
Mcpherson	14	10
Mississippi County WRC	3	ı
North Central	19	10
NW Arkansas WRC	1	1
Ouachita River	14	4
Pine Bluff Complex	5	ε
Randall L Williams	4	3
State Police Barracks	0	1
Texarkana Regional	0	1
Tucker Unit	3	2
Varner	16	13
Wrightsville Unit	11	3
Pine Bluff Re-Entry	0	0
Tucker Re-entry	0	0
Total:	123	98

		The second secon
Site	Current	Previous
0	007	100 F
Benton	180	783
Cummins	262	244
Delta Regional	183	216
East Arkansas Regional	242	202
Ester	200	186
Grimes	414	472
J Aaron Hawkins Sr.	163	184
Tucker Max	86	83
Mcpherson	252	308
Mississippi County WRC	51	90
North Central	130	199
NW Arkansas WRC	11	10
Ouachita River	308	375
Pine Bluff Complex	133	116
Randall L Williams	157	176
State Police Barracks	27	49
Texarkana Regional	23	12
Tucker Unit	222	211
Varner	223	171
Wrightsville Unit	344	371
Pine Bluff Re-Entry	2	10
Tucker Re-entry	0	0
Total:	3625	3828

SECURUS Tablet Report

Facility Name	Subscription	Facility	Officer	Total	New Subscriptions
AR DOC - Benton Unit	103	3	8	114	15
AR DOC - Cummins Unit	261	87	15	363	24
AR DOC - Delta Regional Unit	107	36	16	159	17
AR DOC - East Arkansas Regional Unit	192	88	15	296	34
AR DOC - Ester Unit	110	139	20	269	17
AR DOC - Grimes Unit	203	72	15	290	42
AR DOC - J Aaron Hawkins Sr Center For Women	93	69	15	177	13
AR DOC - Mcpherson Unit	236	100	15	351	33
AR DOC - Mississippi County Work Release Center	45	2	6	56	9
AR DOC - North Central Unit	132	92	10	227	26
AR DOC - Nw Arkansas Work Release Center	35	2	8	45	0
AR DOC - Ouachita River Unit	224	110	14	348	35
AR DOC - Pine Bluff Re-Entry Center	21	2	0	23	,
AR DOC - Pine Bluff Unit	80	5	8	93	2
AR DOC - Randall L Williams Facility	109	25	15	149	12
AR DOC - State Police Barracks	20	-	3	24	0
AR DOC - Texarkana Region Correction Center	33	2	10	45	•
AR DOC - Tucker Maximum Security Unit	84	31	12	127	င
AR DOC - Tucker Re-Entry Center	28	55	9	89	5
AR DOC - Tucker Unit	186	61	10	257	29
AR DOC - Varner Unit	187	92	20	292	26
AR DOC - Wrightsville Unit	199	99	9	261	40
Total	2,688	1,117	250	4,055	386